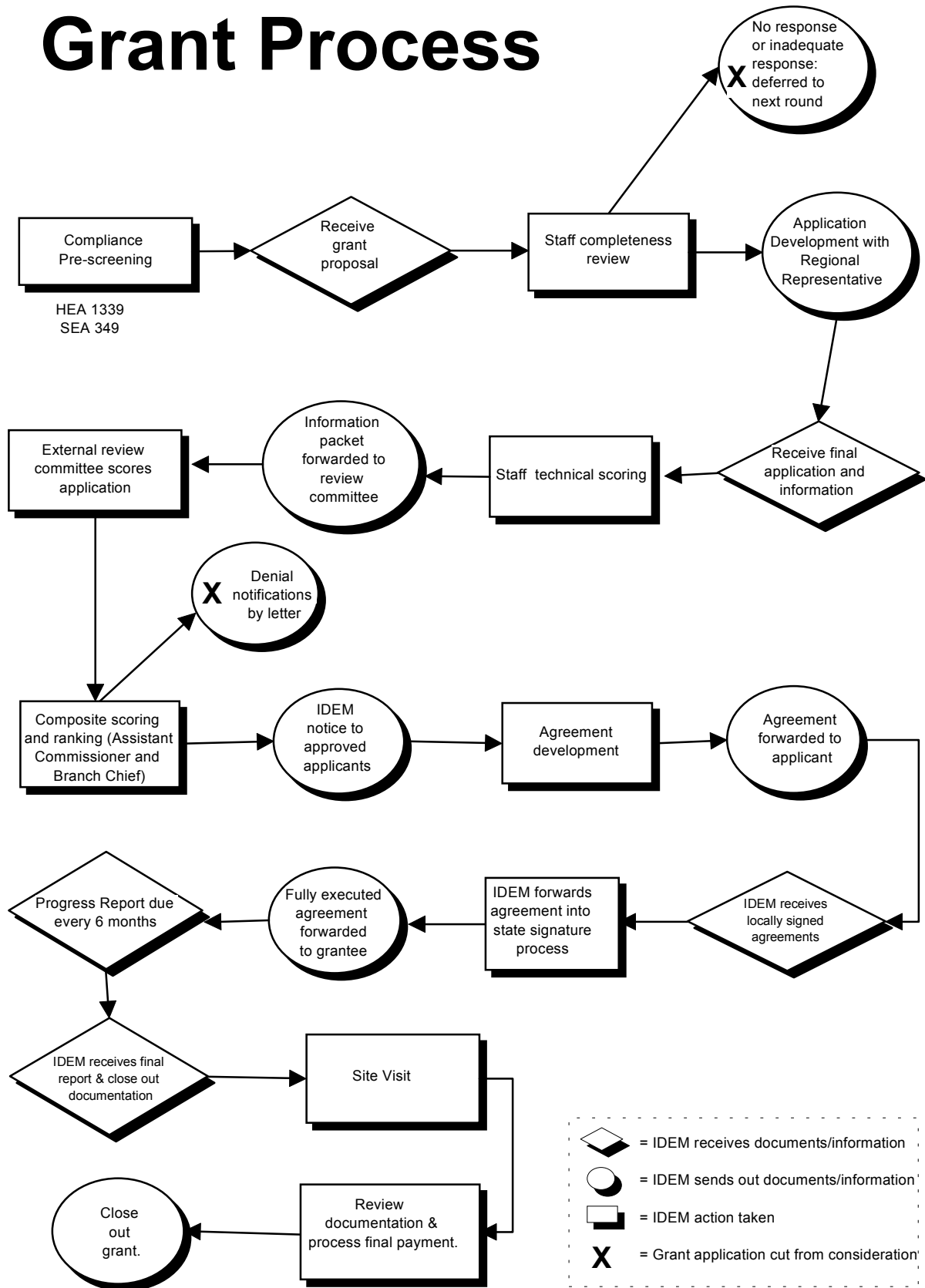


Indiana Source Reduction and Recycling Grant Program and Indiana Household Hazardous Waste Grant Program Grant Review Process

The following narrative describes the review and evaluation process that each recycling and HHW grant application receives when submitted to IDEM. A flowchart of the process is provided below to help applicants understand the process involved in the approval of a grant.

1. Required proposal process; development and completeness check
 - ◆ Proposals must be received by the advertised proposal due dates
 - ◆ IDEM staff will acknowledge receipt of proposal through a written letter and request for further documentation or additional information needed to better develop the grant request.
 - ◆ Proposals must be upgraded to a complete application by the advertised final application due dates for funding consideration in any given round.
 - ◆ Applicants not responding to IDEM's proposal letter for additional information will be eliminated from consideration. This may push a potential application into the next review round.
2. "Complete" final applications received; technical review process
 - ◆ IDEM staff will review the application through an internal technical review and scoring process.
 - ◆ Grant applications are forwarded to external review committee for review and scoring.
3. Review committee process
 - ◆ Review committee will receive submitted grant applications, two weeks prior to meeting.
 - ◆ Review committee meeting will include a full discussion of grants forwarded for review.
 - ◆ The review committee will recommend approvals, denials, and conditional approvals, for IDEM consideration.
 - ◆ IDEM will consider review committee recommendations and the composite scores from IDEM staff and committee discussions. Funding recommendations may involve decisions based on availability of funds.
 - ◆ IDEM makes final determination.
4. IDEM follow-up
 - ◆ Applicants will be officially notified of award by letter from IDEM's Commissioner.
 - ◆ Grant agreement will be developed by IDEM grant administrator, with conditions specified in the grant agreement.
 - ◆ Grant agreement will be forwarded to grantee for local signature.
 - ◆ Grantee forwards signed agreement to IDEM. Grantee has a maximum of 60 days to return to IDEM. A delay beyond 60 days will invalidate the grant offer from IDEM.
 - ◆ The IDEM grant administrator submits grant agreement into state signature process.
 - ◆ The grant agreement is executed upon the last state signature. Expenditures are not allowed until the grant agreement is fully signed and executed.
5. Grantee responsibilities
 - ◆ Grantee will be required to submit written reports, as noted in Exhibit C of the grant agreement.
 - ◆ Grantee must spend according to the grant agreement. The conditions of the grant agreement may be different than that of the application.
 - ◆ Grantee must provide proper documentation involving fiscal purchases as well as waste diversion impact.
 - ◆ Grantee must submit final report and close out documentation within 60 days of closeout date. If not submitted within 60 days, grant dollars may be reverted to the state.

Grant Process



August 15, 2002